



## Case Specialist II - FDC

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### Details

**Job ID : 485**

**Title :** Case Specialist II - FDC

**Job Code :** 831

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Juvenile Services

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### Purpose

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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### Job Required Knowledge

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field
- 2 years related experience must be as a Case Specialist I - FDC

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### Job Skills/Abilities

- Basic computer skills
- Good organization skills
- Communication skills

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### Job Duties

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with courts orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May provide training concerning specific treatment resources
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- Other duties as assigned